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Purchasing Department
City and County of San Francisco

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VENDOR'S GUIDE

Doing Business with The City and County of San Francisco

Purchasing Dept.

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REFERENCE BOOK

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Welcome to the City and County of San Francisco Purchasing Department

This brochure will acquaint you with our department, its procedures, and polices. We hope that you as well as the City will benefit from your visit. Please be assured that we want you to know about our requirements and that we want to be familiar with your products.

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Information for New Prospective Bidders:

The Purchasing Department of the City and County of San Francisco purchases materials and supplies, equipment and contractual services for all departments of the City and County, including City-owned utilities, the San Francisco Port Commission and the San Francisco Community College.

The Purchasing Department, in addition to the foregoing, operates the following City services:

a. Central Shops Division - responsible for maintenance of City's vehicle fleet (except revenue vehicles of PUC); maintenance of police and fire apparatus and support equipment; Recreation and Park Department lawn and motorized equipment; and operation of City owned service stations for City vehicles.

b. Stores and Equipment Division - operates warehouses and storerooms for major operating departments of City and a Central Warehouse; exchanges supplies and equipment between departments when excess to a department needs; sells surplus and obsolete City property; maintains perpetual inventory of all City property; maintains registry of all City vehicles.

c. Reproduction Division - operates central reproduction facilities for City departments consisting of photography, offset lithography, automated quick printing, ozalid printing, microfilming, and self-service copies.

The buying function is initiated by requisitions received from the using departments. The Purchasing Department does not generate any purchasing requirements except those necessary for internal operating needs.

Construction contracts are let by other departments such as the Department of Public Works, Public Utilities Commission; Port Commission; and Airports Commission.

Commodities

Requisitions are assigned to buyers on a commodity basis. The receptionist in room 270, City Hall will direct salespersons to appropriate buyer. Explain to the buyer briefly what you have to offer, and the buyer will attempt to answer any procedural questions you may have.

Bidders List

Due to the almost unlimited variety of items purchased, it is not feasible to maintain bid list in such a way that prospective bidders may be given assurance that they will automatically receive requests.

Bid Forms

Two types of bids are used by this department:
Quotations for requirements under $50,000;
Contract Proposals for requirements over $50,000.

A xerographic process is used to prepare bid forms. After a bid is opened, evaluated and awarded, the xerographic process is again used to make up the purchase order. Bidders should follow all instructions in filling out bid forms in order to avoid special handling and delays.

Pending Bids

Copies of pending *quotations* are in a book on the counter in room 270, City Hall. Ask the receptionist for a copy by quotation *number* and *opening date*.

Contract Proposals are advertised in the official newspaper. Copies of these advertisements are posted on the bulletin board near the counter. Ask for proposal forms by proposal number.

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Bid Conditions

Bid conditions are given on each request for bid. Read all the conditions to make sure your bid will not be voided on a technicality. For example, bids should be presented on forms obtained from this office, and must reach this office PRIOR to the date and time set for bid opening.

Attaching your company's special terms and conditions may make your bid nonresponsive because of conflict with city's terms and conditions. It most likely will void your bid.

If samples or descriptive data are required, furnish them as directed. Answer all questions required on bid forms.

Prices Quoted

Prices quoted must be firm for at least 30 days from bid opening date. Quote F.O.B. destination, unless otherwise specified in bid.

Bid Opening

Bids are opened at the time and date indicated on each bid form. Bidders may attend the public opening if they desire. Prices will be read at the opening except where the number of items or the number of bids is so large that time does not permit.

Inspection of Bids

Quotations may be inspected at counter at the time and date of public opening or approximately two weeks later after papers have been processed. Proposal tabulations are available approximately 3 days after bid opening. Because of our small staff we *can not* provide bid results over the telephone.

To review any bid which has been opened, vendors must ask by the Bid Number. All records are filed numerically by bid number.

Awards

Bids are awarded as soon as possible after opening. Purchase Orders are issued approximately one to four weeks after bid opening, depending on the complexity of the bid and other factors.

Awards are made to the lowest reliable and responsible bidder offering an item which meets the specifications and other requirements of the bid. Cash discounts are taken into consideration in determining the low bid as explained in the bid conditions. Discount period must be not less than 30 days after bid opening date to be considered.

The city purchase order number should appear on each bill of lading and on each package or carton in each shipment. The purchase order number should also appear on all invoices and correspondence pertaining to the order.

Payment

We will endeavor to make prompt payment for all purchases upon completion of your order and receipt of your invoice. Incomplete deliveries or improperly made out invoices will delay payment.

Vendors should keep accurate records and original signed delivery receipts to authenticate proper receipt of merchandise or work performed under purchase orders.

Performance Bond or Insurance : If bid requires a bond or insurance be prepared, if successful, to immediately submit the required forms. Check with your insurance broker before submitting bid.

Delivery Time : Delivery time is often a consideration in determining the low bid. We expect delivery to be on time. If delivery is late the City has the right to purchase the item on the open market and charge contractor with the difference.

Office Hours : 8:30 A.M. to 5:00 P.M.

Sales Representatives Hours : They are unlimited. However, we would appreciate your effort to make calls between 9:30 A.M. and Noon and 2:00 P.M. to 4:00 P.M. to allow us to get through our paperwork. Appointments will be arranged for sales representatives from distant points who cannot meet our visiting hours.

Performance

A bid is an offer which only requires acceptance by the City to become a binding contract. City's acceptance usually consists of issuance of a purchase order.

Successful bidders are obligated to furnish the item(s) offered in accordance with the bid conditions and within the delivery time quoted.

If you anticipate difficulties in completing the order as specified, immediately contact the buyer whose name appears on the purchase order.

Minority Companies

The City encourages minority owned companies to seek City business. We would be happy to answer any further questions concerning the purchasing department.

Thanks for Coming!

We are glad you visited us and want to assure you we will give you every opportunity to compete for City business. We thrive on competition and hope that you will get your share of orders.

Every effort will be made to minimize your delays in waiting to talk to our Buyers. By the same token, it would be appreciated if you would make your calls brief and to the point. It would also be helpful if you phoned ahead for a buyer appointment.

Contents compiled 1981 by:
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